



GEORGIA DEPARTMENT OF AGRICULTURE

JOB ANNOUNCEMENT

Gary W. Black, Commissioner

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

JOB TITLE:	Division Director, Laboratory Division
POSITION NUMBER:	00052001
LOCATION:	TIFTON, GEORGIA
POSTING DATE:	FEBRUARY 8, 2016
APPLICATION DEADLINE:	OPEN UNTIL FILLED
WHO MAY APPLY:	ALL QUALIFIED APPLICANTS
PAY GRADE:	P
ENTRY SALARY:	COMMENSURATE WITH EDUCATION AND EXPERIENCE

We at the Georgia Department of Agriculture (GDA) take our responsibilities to you very seriously and are committed to protecting and promoting Georgia's agriculture through superior service and leadership. The mission of the GDA is to protect consumers, promote agriculture, both locally and globally, and assist our customers using education, technology and a professional workforce. The vision of the GDA is to continue to be a globally recognized leader in agricultural excellence through a commitment to safety, quality, growth and innovation.

DESCRIPTION OF DUTIES: Provides administrative direction of analytical service division supporting regulatory functions of the Georgia Department of Agriculture, including programs in food microbiology and chemistry, feed, fertilizer, pesticide formulations, pesticide residues, and seed testing, fuel analysis, and metrology.

This position manages, on average, a \$4 million budget, with 55 full-time staff positions in a 72,000 square foot facility, and oversees the processing of over 50,000 sample analyses per year. Maintains quality management system sufficient to attain and maintain ISO 17025:2005 or similar accreditation appropriate to each laboratory program. Interacts regularly with senior management and staff of regulatory divisions (Food Safety, Animal Industry, Plant Industry and Fuel and Measures), as well as federal counterparts (FDA, USDA and EPA) on analytical issues. Other duties as assigned.

MINIMUM QUALIFICATIONS: Master's degree in a related field from an accredited college or university and three years of management experience in area of assignment, or a bachelor's degree in a related field from an accredited college or university and four years of management experience in area of assignment, or eight years of experience in area of assignment with four years of management experience, or one year at the lower level (RCM052).

PREFERRED QUALIFICATIONS: *Preference will be given to applicants, who, in addition to meeting the Minimum Qualifications, possess knowledge, skills and abilities in the following areas:*

- Ph. D. in chemistry, microbiology or related discipline;
- Education and experience in analytical chemistry or food microbiology;
- Experience with regulatory compliance program management, quality control principles and supervising professional staff;
- Experience in ISO 17025-accredited laboratory; and
- Working knowledge of Microsoft Office Suite.

HOW TO APPLY: (WE ACCEPT STATE APPLICATIONS BY ANY TRANSMISSION LISTED BELOW.)

- Mail: Georgia Department of Agriculture, Personnel Office, Room 300, Agriculture Building, 19 Martin Luther King, Jr. Drive, S.W., Atlanta, Georgia 30334; or
- Fax: (404) 463-8196; or
- E-mail: GDAPersonnel@agr.georgia.gov; or
- Via the Team Georgia Careers Website at <http://team.georgia.gov/careers/>.

Please reference the job title and position number when submitting applications via mail, fax or email. Applications received without a job title or position number will be considered unsolicited and will not be reviewed. For a copy of the State Application, please visit http://team.georgia.gov/wp-content/uploads/2014/11/State_Application-Standard-3.3.15.pdf or contact the Georgia Department of Administrative Services, Human Resource Administration at (404) 656-2705.

*****THIS POSITION IS SUBJECT TO CLOSE AT ANY TIME ONCE A SATISFACTORY APPLICANT POOL HAS BEEN IDENTIFIED.*****

The GDA is an Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, age, disability, protected veteran status, or any other characteristic protected by law. All qualified applicants will be considered, but may not necessarily receive an interview. No notification will be sent to applicants except those who are selected for interviews. Due to the large volume of submissions received by this office, information concerning application and/or interview status cannot be provided.

**IF YOU NEED AN ACCOMMODATION FOR AN INTERVIEW,
PLEASE CONTACT THE PERSONNEL OFFICE AT (404) 656-3615.**